

# **John F. Kennedy High School @Lake Area**

## **Parent/Student Handbook**

### **2018-2019**



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### **New Beginnings Schools Foundation**

*"Excellence Every Day; Every Student College and Career Ready"*

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June 11, 2018

Greetings, John F. Kennedy Families:

Thank you for taking time at the end of May to join me at the Meet and Greet! I am so excited to be your principal at the new John F. Kennedy High School at Lake Area. I am already in the midst of working with our team of faculty and staff, as well as with students and community partners to build partnerships for what will be the rebirth of our beloved Kennedy. Our team has been working tirelessly this summer to prepare for this new academic journey striving for success in every area. We also wish to connect with families in support of our students' academic success, and to stay connected while we provide the most engaging academic environment possible. Together, we will build a culture at John F. Kennedy where students cannot wait to get to school each morning.

This year, our Academic Team will introduce instructional changes beginning with what we call 'setting the PACE' (Problem-solve, Assess, Collaborate, Explore). This is our school-wide initiative which will guide all instruction for every grade level, with the intention of all lessons giving students the opportunity to engage class content using each component. In order to provide students with the foundation they will need for success after high school, and to meet our vision, students will need to be more actively involved in their learning. 'Setting the PACE' will provide students with tools to do just that. Our daily expectations will include that all students are where they should be, when they should be and at the right time. Regular attendance at school and being prepared for school, in uniform and with necessary materials, will assist students in reaching their academic goals.

I truly hope that you are as excited to partner with us as we are to work with you to support your child's success. We are experiencing more than a name change; our school will be something new for our students. They will benefit most from the planning, ongoing preparation and teamwork that we will do. I am looking forward to seeing you at each of our events throughout the year.

Sincerely,

Brian K. Gibson  
Principal

**Attention Parents:**

The purpose of this handbook is to provide useful information to all students and parents that is easily accessible. This handbook provides academic and general information, policies and procedures, including discipline procedures. Students and parents are encouraged to read, understand, and comply with all provisions of this handbook. Please speak with your child's principal regarding any questions not answered within this handbook.

Thank You,

New Beginnings Schools Foundation

## **New Beginnings Schools Foundation**

### **Mission and Vision Statements**

The **New Beginnings Schools Foundation** is a seamless pre-kindergarten through college learning community that innovatively prepares every child, every day for success in life, college and careers. **New Beginnings Schools Foundation** provides a safe, inclusive environment that promotes partnerships with parents, students and the community to produce lifelong learners that are critical thinkers. Our commitment is to expose students to data driven instruction that is engaging and provide meaningful lessons that will prepare students to be successful in college and careers.

The **vision of John F. Kennedy High School** is:

To create a school where students are provided a foundation that supports them in being passionate, aware, courageous, and educated about themselves, their community and the world around them.

The **mission of John F. Kennedy High School** is:

John F. Kennedy provides opportunities to problem-solve, assess, collaborate, and explore to cultivate student leaders who are globally competitive.

## **BACKGROUND OF CHARTER SCHOOLS**

Louisiana's Charter School Law was originally enacted in 1995 (Act 192) as a pilot program to allow up to eight school districts to volunteer to participate. The Law was expanded in 1997 (**Act 477**) to establish the **Board of Elementary and Secondary Education (BESE)** and local school boards as charter authorizers. The Law defined four types of charter schools, based on: whether the school is a start-up or conversion of an existing school; the legal status of the entity operating the school; the source and method of funding the school; and certain other provisions. In 2003, through the adoption of **Act 9**, a new type of charter school was established for the operation of schools transferred to the **Recovery School District**.

## **CHARTER SCHOOL TYPES**

- Type 1: New start-up school authorized by local school board
- Type 2: New start-up or conversion authorized by BESE
- Type 3: Conversion of existing school authorized by local school board
- Type 4: New start-up or conversion operated as a result of charter between a local school board and BESE
- Type 5: School transferred to the jurisdiction of the Recovery School District and authorized by BESE

## **GOVERNANCE**

Charter schools are authorized by the **Board of Elementary of Secondary Education (BESE)**, or a local school board for a five-year period, subject to a three-year review.

In Louisiana, charters are established by a variety of groups, including businesses, non-profits, parent groups, education groups and others. However, sponsoring groups must include no fewer than three certified teachers.

Charter schools are governed independently by a board of directors and are free from many laws and regulations governing traditional schools. This allows charter schools significant flexibility and autonomy to allocate resources. However, in exchange for this flexibility, charter schools are regularly monitored and must demonstrate defined academic achievement goals and maintain satisfactory financial and contractual performance indicators in order to have their charters renewed. Thus, charter schools in Louisiana are subject to stringent standards as well as specific objectives outlined in their charter contracts with local school boards or BESE.

## **REQUIREMENTS**

Charter schools are required to participate in the state's accountability program, including high stakes testing. Likewise, while charter schools are free to use a wide variety of educational

resources and are not required to use state-approved textbooks, charters are required to meet minimum standards of instructional time, as mandated by state law. However, the length of the day and year may vary from one school to another school.

In addition to meeting the qualification requirements of instructional faculty set forth by No Child Left Behind, Louisiana's Charter School Law mandates at least 75 percent of the instructional faculty of Type 1, 2, 3 and 4 charter schools to be composed of teachers certified by BESE. The makeup of certified teachers in **Type 5 charter schools** must reflect the school district from which the school was transferred.

## **ADMISSIONS CRITERIA**

John F. Kennedy High School is a non-selective entry open enrollment school. Interested students and their parents should apply using the One App through Enroll NOLA. Upon registration, parents are required to submit copies of documents needed to begin the student's file, including report cards and other identifying documentation.

## **ACADEMIC CURRICULUM AND HOMEWORK**

### **Graduation Requirements**

To provide high school students with the knowledge and skills to succeed in their post-secondary and career pursuits, Louisiana has adopted graduation requirements and options to meet today's college and workplace demands.

By the end of the eighth grade, students should start developing their **Individual Graduation Plan (IGP)**. This plan is aimed at helping students explore the educational and career possibilities that are available to them. IGPs are required for all students as a result of **legislation** passed during the 2009 Legislative session.

**Homework:** Homework is an integral part of your education at John F. Kennedy High School. Teachers may use homework as a tool to enrich group communication skills and foster cooperative learning practices. However, **sharing or copying of homework is plagiarism**. Because flexibility is needed to fairly govern homework, and because teachers set different criteria for the assessment of homework assignments, the teacher has the authority to set standards with regard to the enforcement of the rules dealing with homework as an issue of academic dishonesty. This includes, but is not limited to, a range of reasonable and acceptable actions in communication with the student, parent and guidance counselor. If the teacher feels additional disciplinary actions are warranted they will refer the student to the dean for disciplinary actions under the consequences for major offenses (see section below).

## **ACADEMIC INTEGRITY**

To create and maintain a culture of academic integrity at John F. Kennedy High School, all members of the community must take an active role. A climate of positive scholarship with integrity can be fostered through open dialogue and learning. The following

practical suggestions promote a positive academic environment founded on scholarship, inquiry, the pursuit of excellence and mutual trust. A student should ask the teacher whenever unsure of what may constitute plagiarism or cheating, or if uncertain of what resources or tools may be used in completing an assignment or exam.

## **HONOR CODE**

**All forms of academic dishonesty as defined below are strictly forbidden, constitute a major offense, and will result in disciplinary action.**

**A. Cheating on exams, tests, quizzes, and other assessments (e.g. mile run in PE, art projects, oral presentations, etc.)** - using or attempting to use unauthorized assistance, material or study aids during an examination, including but not limited to:

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a "cheat sheet" (i.e., a piece of paper or electronic device with answers, formulas, information or notes) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Gaining or providing unauthorized access to examination materials.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

**B. Plagiarism in Papers and Assignments** - —The act of using another person's ideas or expression in your writing or in your oral presentations without acknowledging the source. Plagiarism includes —copying another's sentences verbatim, repeating someone else's particularly apt phrase without appropriate acknowledgement, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own, — again without acknowledging the source.

**Infractions involving plagiarism include, but are not limited to:**

1. Including in any assignment turned in for credit, any materials not based on your own research and writing. This includes, but is not limited to:
  - a. Using the services of a commercial term paper company.
  - b. Using the services of another student.
  - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
2. Acting as a provider of paper(s) for a student or students.
3. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
4. Failing to use quotation marks where appropriate.
5. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
6. Forging a signature.
7. Hoarding or damaging library materials.
8. Facilitating academic dishonesty (i.e., knowingly helping another violate any provision of the honor code).
9. Gaining unfair advantage (i.e., attempting to gain unauthorized advantage over fellow students in an academic exercise).
10. Falsifying documents and submitting in an attempt to apply for any opportunity offered to the advantage of students, or to be considered as part of the student's record (ex. transcripts, standardized test scores, report cards, etc.).

*Note:* Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

**CONSEQUENCES**

**Disciplinary action will be taken and will be commensurate with the offense. All teachers and administrators are expected to enforce the rules and consequences of the Code uniformly.**

**GRADES**

All Louisiana school districts and public charter schools will follow a uniform grading scale for all students in grades Kindergarten through twelfth grade. The uniform grading scale will be used in all regular education classes in which a letter grade, such as an A or B, is issued. Districts may use an alternative grading scale for special classes, such as honors or Advanced Placement courses. The following is aligned with the NBSF Pupil Progression Plan for 2018 – 19.

**Regular Academic Courses**

100 – 93	= A (4 quality points)
92 – 85	= B (3 quality points)
84 – 75	= C (2 quality points)
74 – 67	= D (1 quality point)
66 – 0	= F (0 quality points)

## **GRADE CLASSIFICATION**

**Minimum units of Carnegie Credit required for promotion is based upon the following:**

<b><u>Classification</u></b>	<b><u>Grade</u></b>	<b><u>Carnegie Units</u></b>
Freshman	9 <sup>th</sup>	0 - 6
Sophomore	10 <sup>th</sup>	7 -13
Junior	11 <sup>th</sup>	14-18
Senior	12 <sup>th</sup>	19 or more

A review of the Five-Year Plan during the junior year will be considered in determining whether a student is on track for graduation. **Classification is based on the total amount of Carnegie units earned based on the appropriate course progression. Grade classifications are only done at the beginning of the school year.**

## **REMEDIAL PROGRAMS**

- John F. Kennedy High School offers tutoring at the school site.
- Any teacher may request that a student stay after school if they think that it will benefit the student. The teacher is responsible for courteously informing the parent—so that transportation home can be arranged.
- If necessary, the school will provide transportation in the form of buses or bus tokens for the student.
- The Kennedy administration refrains from having students ride home with teachers due to the possible liabilities.
- John F. Kennedy High School offers summer programming at the school site when possible. Programming will consist of: summer remediation, band camp and sports practices.
- Tutoring will be mandated for students who earn less than C in a core course and/or have exceeded the number of absences which impact receipt of credit for the class. that is offered at Kennedy is mandated once weekly. The students are allotted ten (10) days of absenteeism (unexcused) during the course of the school year. **If that number is exceeded, students may fail due to attendance.**
- After school transportation is not provided in all instances for programs. However, the administration does not suggest that any teacher accept the liability and responsibility of transporting a student home in their personal vehicles.

## **ORGANIZATIONS**

Clubs and organizations covering many topics of interest may be offered to allow students the opportunity to grow and develop. Students should find or work with campus administrators to create clubs in which to share their particular interest with others.

Membership in these clubs, subject to scholastic qualifications, is open to all students. Schools may not create secret societies or clubs. The New Beginnings Schools Foundation may adopt a

policy establishing the number of times a student who is otherwise eligible to participate in extracurricular activity may be absent from class to participate in an extracurricular activity sponsored or sanctioned by the association.

Students in leadership positions and students who participate in extracurricular activities, on or off campus, are subject at all times to school and association policy regarding participation. The student's privilege of participation in these activities may be revoked, suspended, or otherwise adversely affected at any time when:

1. The instructor/sponsor of an extracurricular activity or a campus administrator determines that the student's conduct has a negative effect on the morale or discipline of the other participants in the extracurricular activity; and/or
  2. The instructor/sponsor of an extracurricular activity or a campus administrator determines that the student's conduct has a negative effect on the reputation of the student's team and/or school.
  3. The instructor/sponsor of the extracurricular activity or a campus administrator determines that the student's conduct warrants the revocation or suspension of the student's extracurricular activities as a disciplinary measure.

## **EXTRACURRICULAR ACTIVITIES**

- Include Volleyball, Girls and Boys Basketball, Girls and Boys Track, Baseball, Softball, Football, Cheerleading, Dance, Student Council, Marching Band, Majorettes, Drill Team, Flag Twirlers, Yearbook, Drama Club, Student Ambassadors, National Honor Society, Beta Club

## **ATTENDANCE POLICY**

In order for an absence to be excused for the purpose of complying with the state law mandating that high school students are in attendance a minimum of 166 days for a full year course, a student must bring a verification of illness from a medical doctor licensed to practice in Louisiana and/or verification the parent/legal guardian explaining the extenuating circumstances within (5) school days of the absence.

The first notification to be issued to a parent/legal guardian concerning a student's excused absences shall be made when the student approaches a minimum of three days. Additional attendance notifications will be mailed to the parent/legal guardian when a student's unexcused absences are near or reach the total number of days allowed by law.

## **Documentation for Absences**

Upon a student's return to school after an absence, a note signed by the parent/guardian stating the date(s) and reason(s) of the absence must accompany the student and be presented to the school office personnel for the data manager to record.

## **Procedures for Excused Absences**

Students must submit to the main office their medical, court, or any other valid and approved document in order to receive a school approved re-admittance slip for all missed classes. If Kennedy High School Parent/Student Handbook Discipline Policy and Procedures Handbook Revised 7/26/18

extenuating circumstances exist, whereby a parent cannot obtain the proper documentation, the parent should arrange a conference with the social worker.

### **Attendance Requirements to Receive Grades**

Students must be present a minimum of 7,515 minutes to be eligible to receive a Carnegie unit for the course taken. Exceptions can be made only in the event or extended personal illness verified by a physician and/or extenuating circumstances recommended by the School Building Level Committee (SBLC) with approval from principal/designee. **Students are only allowed five absences per semester.**

### **Absences and Activities**

**Students who are absent or suspended from school may not attend any school activity on the days they are absent or suspended.**

### **Make-Up Policy**

For excused absences of five (5) or more consecutive days, the student must be given the opportunity to initiate and complete make up work within ten (10) school days after returning to school. Extension of time may be granted at the discretion of a school administrator and the teacher in cases of extended illnesses.

For excused absences of fewer than five (5) consecutive days, the allotted time to make up the work will equal the number of days absent. It is the responsibility of the student to initiate and complete make up work. If the work is not made up by the time specified, the incomplete grade will be an "F."

### **Tardiness to School and Classes**

Students late to school or class must receive the John F. Kennedy tardy slip from the administration, members of the disciplinary team, and/or the teacher of record in order to avoid disciplinary actions. Students will not be permitted to the main office to get any admit slips. All attendance issues will be managed by the attendance office.

## **CHECK OUT POLICY**

Any student who checks out of school for any reason must be signed out by the **legal parent** or **guardian**. Only emergency contact persons listed on the contact card may check out a student in the absence of a parent or legal guardian. The latest time to checkout is 1:45 pm.

## **BEHAVIORAL EXPECTATIONS**

The New Beginnings Schools Foundation works to maintain an environment where students are free to achieve academically and develop and mature socially.

The New Beginnings Schools Foundation has organized school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. This system makes use of a range of positive behavior support for all students within the school and is implemented in all areas including the classroom

and all ancillary settings (such as hallways, restrooms, and cafeteria). Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children by making desired behavior the norm, while problem behavior decreases significantly.

1. All children can behave appropriately.
2. Misbehavior is a matter of choice.
3. A student will accept responsibility for his/her actions.
4. Teachers have a right to teach.
5. Students have a right to learn.
6. No student will prevent a teacher from teaching or a student from learning.

These policies and regulations apply to any student (1) who is on school property, (2) is in attendance at school or any school-sponsored activity, (3) whose conduct contains the elements of a felony offense regardless of time and place, (4) whose conduct interferes with the mission or operations of any school, or (5) whose conduct jeopardizes the safety and/or well-being of students or employees.

## **IN- SCHOOL DISCIPLINE**

The discipline within the school shall be under the supervision of the Principal. The Principal, along with the Deans will determine appropriate actions or consequences along with incentive programs for encouraging and recognizing appropriate classroom behavior. Every teacher shall hold every student accountable for any disorderly conduct in school, on the grounds of the school, on the street or roads while going to or returning from school, and during dismissal. Discipline should be directed towards developing the skills necessary for young people to:

1. Cope with real situations
2. Develop good relationships with others
3. Become productive individuals
4. Recognize when their actions are interfering with the rights of others
5. Recognize their rights within the limits of society
6. Internalize and choose appropriate behavioral responses

Students who have been subject to classroom level sanctions and are still uncooperative will be referred to one of the Deans. The referral should include a short specific description of the undesirable behavior or behaviors, the frequency of the behaviors, and the interventions attempted. The Dean will meet with the child to decipher the situation and determine the correct course of action. If deemed necessary, the Dean will then contact the parent and set up a conference in an effort to ascertain whether or not the issues are emotional/behavioral or academic. Upon the outcome of the conference, the Dean's options are as follows:

1. Determine appropriate consequences
2. Refer to a Counselor
3. Collaborate to develop a Behavioral Intervention Plan (BIP)

## **SUSPENSION AND EXPULSION POLICIES**

The Supreme Court has defined “short-term suspension” as removal of a student from school for ten or fewer days and “long-term suspension” as removal for more than ten days. A charter school cannot change these definitions.

Louisiana law defines “expulsion” as permanent removal from school for the remainder of one semester. A charter school can change this definition to extend or shorten this length of time, as long as it informs parents and students of the new definition in the student handbook.

## **VIOLENCE PREVENTION PROGRAM**

At John F. Kennedy where cases involving a serious fight and/or altercation occur, the school principal reserves the right to involve the appropriate law enforcement and recommend the following actions:

- a. Student is released to a parent/legal guardian with the agreement that the student will report to a mandatory conflict resolution session that takes place on Saturdays.
- b. Student arrest
- c. Student suspension or recommendation for expulsion

Students who are suspended for fighting or any offense that causes a major disruption may be required to undergo conflict resolution training before being readmitted to school. The student shall not be allowed to participate in any sports or extracurricular activities during the suspension period and may lose privileges upon return.

The Violence Prevention Program will occur on Saturdays from 9am – 12noon and will be supervised by an administrator or designee at the school site. The cost of the Violence Prevention Program for each offense is \$50.00. The fee must be paid at time of enrollment in the program. Only cash or money orders will be accepted for payment. The student must attend the Violence Prevention Program in his/her full school uniform. Failure to complete all components of the Violence Prevention Program may result in a re-suspension. Students will not be able to participate in any extracurricular activity until he/she completes the conflict resolution session(s).

## **SHORT TERM SUSPENSIONS**

1. Vandalism that causes damage
2. Leaving or skipping school without permission
3. Using or threatening force that puts others in a reasonable fear of harm
4. Using school computers to access or view inappropriate websites
5. Engaging in conduct that disrupts school or classroom activity
6. Displaying insubordination or disrespectful behavior
7. Using or displaying obscene or abusive language, images or gestures
8. Repeatedly committing minor behavioral infractions that, in aggregate, may reasonably be considered serious enough to justify suspension
9. Forging notes or excuses
10. Stealing or attempting to steal
11. Engaging in acts of verbal or physical sexual harassment
12. Pulling the fire alarm when there is not an emergency

Please note:

- **The list is illustrative only and that a school may give a short term suspension for any other behavior that disrupts the learning environment.**
- **Consequences for a particular infraction are at the discretion of the school leader.**

### **SHORT TERM SUSPENSION PROCEDURES**

- A. School must inform student, verbally or in writing, that he/she is suspended and the reasons for his/her suspension
- B. Provide student with an informal opportunity to deny or admit the infractions and to explain his/her side of the story
- C. Notify a student's parent(s) or guardian(s) immediately, verbally or in writing (including email), with the following information:
  1. A description of the incident
  2. Specific details (e.g. dates and times) of the punishment
  3. The parent has the right to a prompt conference with the administrator, either before or within the first three days of the suspension.

### **LONG TERM SUSPENSION PROCEDURES**

1. Possessing or using a firearm, knife, explosive, razor blade, or other dangerous weapon of no reasonable use to the student in school
2. Possessing, selling, using, or distributing any alcohol, illegal drugs, tobacco, or marijuana on school property or at other school events
3. Making a false bomb threat or pulling a false emergency alarm
4. Repeatedly engaging in conduct which seriously disrupts school or classroom activities or endangers the health, safety, or welfare of others
5. Committing, or attempting to commit arson on school property
6. Fighting another student or assaulting a staff member
7. Engaging in any sexual acts on campus
8. Vandalizing school property in a way that causes major damages
9. Committing any act which, if done by an adult, would constitute a felony
10. Committing offenses resulting in short-term suspension four or more times in a single school year
11. Repeatedly committing minor behavioral infractions that, in aggregate, may reasonably be considered serious enough to justify suspension

**The list is illustrative only and a school may issue a long-term suspension or recommendation for expulsion for any other behavior that severely disrupts the learning environment. Consequences for a particular infraction are at the discretion of the school leader.**

The school must provide a student with a formal hearing where:

- A. Both sides are allowed to present evidence
- B. Arbitrator must be unbiased (not involved in the incident)
- C. Proceedings must be recorded or transcribed

- D. Student must be given access to any evidence to be used against him/her before the hearing (except names of student accusers)
- E. School must provide student with at least one level of appeal. **For type 5 charter schools, this level of appeal must be with the RSD.**

A suspension may not exceed five (5) school days per occurrence. **Suspended students are prohibited from being on school grounds or attending school-sponsored or school-related extracurricular activities.**

A teacher has authorization to remove a student under various circumstances:

1. A teacher may remove a student from class when the behavior is documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. A teacher may also remove a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or the ability of the student's classmates to learn.
2. A teacher shall remove a student from class and send him/her to the Dean when safety and security of others in the room are threatened.

### **EMERGENCY REMOVALS**

Students may be removed from regular classes or premises for non-disciplinary health, welfare, and safety reasons when the Dean or administration determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Being under the influence of alcohol or drugs
2. Being highly agitated
3. Suffering from any other condition that temporarily threatens the student's welfare or another student's welfare, or the efficient operation of the school
4. Any student removed from school for a reason shown above who is in a condition that threatens his/her own welfare or the welfare of others, shall be released to the parents, the parents' representative, or other proper authority, including, but not limited to, law enforcement officers and/or medical personnel.

**NOTE:** The New Beginnings School Foundation shall make reasonable efforts to notify the parents prior to removing a child from school premises. If the parents cannot be notified prior to removal, they shall be notified as soon as possible of the reasons for removal.

If a student is suspended, the student's absence shall be considered an unexcused absence and the student is responsible to complete the assignments for the period of the suspension. Make-up work from a suspended student may be accepted, if turned in upon return from serving suspension and may be subject to a penalty. The number of days the student has to make up the work after returning to school is equal to the length of the suspension. Pending an appeal of an expulsion, a student will be allowed to remain current on all course work. However, if the appeal is denied, the student will not receive credit for that work.

## **Notice to Parents**

Before suspending a student, the Dean shall conduct a conference in which the student shall be advised of the infractions against him/her and shall be given a chance to explain his/her version of the incident. The student's parents shall be notified by telephone or other appropriate means as soon as reasonably possible of a suspension.

## **EXPULSION**

The RSD shall set a term for the expulsion based on the seriousness of the offense and other relevant factors. The expulsion may not extend beyond the end of the school year unless the conduct directly leading to the expulsion occurred during the final grading period of the school year, in which case the expulsion may extend beyond the end of the current school year but not beyond the end of the first semester of the next school year.

## **DUE PROCESS**

Before a student is expelled, the principal shall ensure that the student has an opportunity for a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation
2. Right to a full and fair hearing before the RSD Disciplinary Review Board
3. Right to an adult representative or legal counsel
4. Opportunity to testify and present evidence and witnesses in his/her defense
5. Opportunity to examine the evidence presented by the school administration and question the administration's witnesses.

All expulsion hearings should be held within ten (10) days after a recommendation for expulsion is issued, per the Student Hearing Office.

## **NOTICE AND REPRESENTATION**

At a hearing for expulsion, the student may be represented by any adult of the student's choice. The student and student's representative shall be notified in writing of the date, time, and place of the expulsion hearing.

## **Students with Disabilities under IDEA and Section 504**

A student with a disability shall not be expelled unless the network appraisal team first determines that the misbehavior is not a manifestation of the student's disability. This applies to both special education students and students who exhibit characteristics of a disability and receive accommodations via an Individual Accommodation Plan (IAP). The manifestation determination should be made by those familiar with the child. A representative from the network student support services staff should be in attendance at the manifestation determination meeting.

### **Students with Disabilities**

Students with disabilities are subject to the same discipline rules as non-disabled students, but with accommodations and with the provision of procedural safeguards, which is inclusive of a Manifestation Determination Review (MDR). After the removal of students with disabilities for more than 10 school days, consecutive or cumulative, within a school year for any reason, services must be provided to the student so that he/she has the opportunity to continue to access and progress within the general education curriculum in accordance with his/her IEP and regulations of Free and Appropriate Public Education (FAPE).

## **PARENTAL CONCERN/COMPLAINT PROCEDURE**

New Beginnings Schools Foundation believes in fostering a relationship between parents and teachers. Parents are encouraged to participate and provide input and support at the school site. Parents and teachers must work together to help students succeed. Parents should plan to meet with their child's teacher during the school year to hear about the success of their children or resolve any problems or concerns that may arise. Parents shall make appointments to meet with teachers by contacting the school's Secretary or Parent Liaison (if applicable) or by sending a written notice to the teacher. A time will be arranged to meet with the teacher during the teacher's non-teaching period or at a mutually agreed upon time. Teachers or other faculty members (i.e. school counselor, etc.) may also request conferences with parents to discuss concerns or issues.

### **Parent Concerns**

When parents have concerns regarding the school program and/or their child's success at school, they should make an appointment to meet with the appropriate school personnel on the school campus to discuss the concern. If the concern cannot be resolved with a conference, or another staff member, the parent should make an appointment to meet with the Principal, Assistant Principal, or Coordinator of Curriculum and Instruction. In those rare instances when concerns cannot be resolved at the school campus, parents may call New Beginnings Schools Foundation at (504) 280-2309.

The process for registering a complaint is as follows:

- Attempt to deal with the individual teacher or administrator who is the source of the parental complaint.
- If this is unsatisfactory, schedule a conference with the school leader.
- If this is unsatisfactory, schedule a conference with a network representative at (504) 280-2309.

## **UNIFORM POLICY**

The appropriate designated school uniform will be worn every day; students will not be permitted to school without being dressed in full proper school uniform. To ensure that all students meet our high expectations, the following uniform policy will be observed.

### **Uniform Shirts:**

The class designated polo with the school logo will be worn every day. Shirts must be tucked in at all times. Uniform shirts without the school logo will not be allowed.

### **Uniform Bottoms:**

Students must wear the designated khaki uniform pants, without any unauthorized alteration which changes the intended fit. **Cell phone or cargo pants are NOT ALLOWED.** Students may wear black or khaki belts with the school uniform. Belt buckles must be standard in size. Specialized belt buckles are not allowed. Embellishments such as contrast stitching, sparkles, glitter, lace, embroidery, cut-off, frayed hems, or cuffs are **NOT ALLOWED.** NO denim of any color or style is permitted. **PANTS MUST BE BELTED AND WORN AT THE WAIST AT ALL TIMES. OVERSIZED, HANGING, OR SAGGING PANTS WILL NOT BE ALLOWED.**

### **Uniform Shoes:**

All students must wear solid black shoes or tennis. No boots, slides, slippers, etc. are permitted.

Note: Shoes must be worn at all times. Shoelaces must be completely tied.

### **Outerwear**

Cardigan sweater (button down with pockets) with authorized school logo

Pullover vest with authorized school logo

Pullover sweater with authorized school logo

### **No hoodies are allowed in the building.**

\*All uniforms must be purchased through the school's authorized uniform distributor. **No apparel bearing the name of other schools may be worn on campus.**

### **Off Campus Behavior While in School Uniform**

All school rules apply to off campus establishments while in school uniform. If a student violates the rules while in school uniform, he or she will be subject to disciplinary consequences.

**School Bags:** All book bags must be clear (see through) or mesh. Only clear, see through, or mesh book bags, tote bags, and backpacks are allowed. Purses are allowed for girls, but may not be used as book bags.

### **Other Dress Code Requirements**

#### Earrings:

- Boys are only allowed to wear stud earrings. Girls are allowed to wear earrings no larger than a quarter in diameter and length. Stud or pearl earrings are recommended. Large earrings are not allowed for any student to wear.

Hair:

- Hats, visors, sweatbands, bandanas, durags, or bonnets may NOT be worn by males or females.
- Hair must be neat, clean, and well-groomed at all times. Hair glitter and extraordinary hair colorings are not appropriate for school and may be a distraction. Natural hair color is always in order.
- No hair rollers, rat-tail combs and picks will be allowed on campus.

Other:

- Any type of jewelry or apparel that has protruding studs or spikes is not allowed.
- Clothing or accessories depicting any music groups or individual musicians will not be permitted.
- Earrings, watches, necklaces, chains, bracelets, anklets, or any other form of jewelry of great value are not encouraged for class, on the bus, or within school buildings. **The New Beginnings Schools Foundation will not be responsible for any lost or stolen jewelry that is worn to school or brought on the school campus.**
- Hair bonnets, scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn at any time within the school building.
- Caps, hats or other similar head coverings shall not be worn to class or within school buildings.
- Sunglasses (unless prescribed by a physician-and proper notification submitted) shall not be worn to class or within the school building.

## **COMPUTER AND TECHNOLOGY POLICY**

Improper use of the Internet (Twitter, Facebook, Instagram, chat rooms, etc.) has become a major source of concern. School standards and guidelines extend to the use of the Internet. A student's improper use of the Internet, including cyber bullying, or any other form of communication or media may result in suspension or recommendation for expulsion. The school encourages all parents to monitor closely the web use of their children and to discuss internet safety and to respect others. It is for this reason that the New Beginnings Schools Foundation has placed this Amendment to the Internet Policy:

***Student use of school computers, networks, and Internet services is a privilege, not a right.*** Students are required to comply with this policy and those who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and or legal action.

All New Beginnings Schools Foundation computers remain under the control, custody, and supervision of the school. The school reserves the right to monitor all computer and Internet activity by students and teachers. Students should have no expectation of privacy in their use of the school computers.

The following rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users.

### **Computer Use is a Privilege, Not a Right**

1. Student use of New Beginnings Schools Foundation computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.
2. No student shall access or use any computers on campus without the direct supervision of a faculty member. **No student is to be in the computer labs or library without a faculty member present.**
3. The administrator shall have final authority to decide whether a student's privileges will be denied or revoked.

### **Acceptable Use**

1. Student access to the school computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.
2. The same rules and expectations govern student use of computers as apply to other student conduct and communications.
3. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks, and Internet services.

### **Prohibited Use**

The user is responsible for his/her actions and activities involving school computers, network, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

1. **Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

**2. Illegal Activities:** Using the school's computers, networks, and Internet services for any illegal activity or activity that violates other policies, procedures and/or school rules/or any other site that administration deems inappropriate.

**3. Internet Violations include but are not limited to:**

- No use of social networking sites (Facebook, Twitter, Instagram) except as provided/directed by school staff for instructional use.
- No use of personal email accounts except filtered email provided by school administrators.
- No streaming video or audio except as instructed for research or class or school-related projects.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students will not post information that could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, **you must stop immediately**.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not repost a message that was sent to you privately without permission of the person who sent you the message.
- Students will not post private information about another student or students.

**4. Violating Copyrights:** Copying or downloading copyrighted materials without the owner's permission;

**5. Plagiarism:** Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;

6. **Copying Software:** Copying or downloading software without the express authorization of the system administrator;
7. **Non-School-Related Uses:** Using the school's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
8. **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. No one shall attempt to change the basic set-up parameters or access system/network programs. **No use of proxy site servers.**
9. **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher.

### **No Expectation of Privacy**

The New Beginnings Schools Foundation retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students shall have no expectations of privacy in their use of school computers, including e-mail and stored files.

### **Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the school related to violations this policy and/or these rules, including investigation of violations.

### **System Security**

The security of New Beginnings Schools Foundation computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action. Use of proxy servers to defeat web filters will result in immediate loss of computer privileges and disciplinary action will be taken in accordance to this policy and administration.

### **TRANSPORTATION POLICY**

John F. Kennedy High School uses Scholar's First as our primary service provider. They attempt to ensure that all students are safe and secure while riding the bus to and from school or extracurricular school activities. It is the responsibility of the students to act accordingly and conduct themselves appropriately while riding the bus. Disciplinary situations will be handled according to the severity of the infraction. The way that students conduct

themselves on the bus is a safety and security issue for all riders. Therefore, we must enforce rules and regulations while utilizing the bus service.

**The New Beginnings Schools Foundation provides regular yellow bus service to the students of the school. There are expectations that are to be adhered to:**

- a. Appropriate conduct and behavior on the bus
- b. Following directions of the bus driver
- c. Arriving at the bus stop on time and waiting in safe and orderly manner
- d. Refraining from throwing objects, eating or drinking, extending any limbs or other objects out the windows when on the bus.

## **PROPERTY POLICY**

All buildings, desks, boards, books, lavatories, lockers, and other school materials are all the property of the school. Students are required to pay for damaged property or loss. Willful destruction or defacement is grounds for suspension, expulsion, or other disciplinary punishment. Students have no expectation of privacy for anything carried onto or stored on school property, including book-bags, lockers, or purses. **The school is not responsible for the loss of personal property at school.** Theft is illegal and will result in disciplinary actions according to outcomes of investigation. The school may also confiscate skateboards, electronic game systems, flat irons, pepper spray, or aerosol cans and the like, as they do not support academic success.

## **CELL PHONE POLICY**

John F. Kennedy High School is **not responsible** for finding lost, stolen, or misplaced phones or electronic devices. **They are the sole responsibility of the student.**

**Students will only be permitted to use cell phones in approved 1<sup>st</sup> floor areas of the school before classes begin (cafeteria, foyer, library, courtyard), lunch and after dismissal.** At no time will use of cell phones be allowed in classrooms, hallways, restrooms, or the gym. Phones must be completely off throughout the school day except during the permitted use periods. Earbuds may not be used during the change of classes or during classes. Phones that ring or vibrate at any time except during periods and within periods allowed will be confiscated. Phones will only be returned to parents at a designated time, to be notified by the Dean. Any student refusing to remit his/her cell phone when asked to do so by a member of the faculty or staff will be referred to the Dean for willful disobedience and will be suspended. The use of earbuds and cell phones is a privilege that has been granted and will be revoked if violations regularly occur. Please note that phone communication during the instructional day **MUST** occur on school telephones with permission from appropriate school personnel with the exception of emergencies as deemed by the principal or his/her designee. Parents should continue to call the school for any emergencies.

The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment. (The electronic device will be returned to the student after the assessment has concluded). If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student's assessment will be invalidated. Additional disciplinary action may be taken by the school administration. Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence.

### **SEARCH AND SEIZURE**

**A student and his or her possessions can be searched if there is a reasonable suspicion that specific student violated the law or school rules. A school administrator or teacher may seize any contraband that is illegal or violates school rules, including weapons and drugs. Students' lockers, desks, and other school property can be searched at any time and for any reason, with or without notice. Students' cars may be searched at any time and for any reason. The penalty for refusing to comply with a lawful, reasonable search:**

1. Parents will be notified of all searches and seizures.
2. Searches will be conducted by staff, including at least one administrator at all times, out of the sight of other students.
3. Potentially invasive searches will be conducted by security or discipline team members of the same sex as the student, and done in privacy.
4. The school will keep all results of searches confidential, except to report illegal activity to the proper authorities.
5. Disciplinary action will be taken against any staff member who violates any provisions.

### **MANDATORY ABUSE REPORTING**

**All employees have the obligation to report suspected child abuse or neglect:**

- Abuse is defined as non-accidental physical, sexual, or emotional injury
- Neglect is defined as failure to fulfill a child's physical or emotional needs.

It is a criminal misdemeanor for any school employee to fail to report child abuse.

## **SPECIAL EDUCATION POLICY**

**John F. Kennedy High School has a duty under Section 504 of the Rehabilitation Act of 1973 to identify, refer, and evaluate students with disabilities.**

- Parents may contact the school's main office if he/she is concerned that his/her child has a disability and wishes to learn more or request an evaluation.
- If an evaluation is needed, the school must notify the parents, obtain their consent, conduct the evaluation within 60 days of consent, and provide parents with a copy of the evaluation report.
- If an evaluation is not needed, the school must notify the parents and explain why it is not needed, as well as notice of their right to appeal.

### **Special Education Students**

#### ***NONDISCRIMINATION***

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district service, program, or activity. 42 USC 12132;29 USC 794; 34 CFR 104.4 (a)

#### ***PROVISIONS OF SPECIAL EDUCATION***

Eligible students with disabilities shall enjoy the right to a free appropriate public education (FAPE), which may include instruction in the regular classroom, instruction through special teaching, or instruction through approved contracts. Instruction shall be supplemented by the provision of related services when appropriate. Education Code 29.003 (a)

#### ***LEAST RESTRICTED ENVIRONMENT***

A district shall ensure that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, shall be educated with children who are non-disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. 20 USC 1412(5), 1413 (a); 34 CFR 300.550

#### ***DISCIPLINE***

All disciplinary actions regarding students with disabilities shall be in accordance with federal requirements, Education Code Chapter 37, and 19 TAC 89.1053. 19 TAC 89.1050 (g).

## **SCHOOL LUNCH POLICY**

### **Cafeteria**

Our nutrition and meals program is facilitated through partnership with Chartwells. The Kennedy cafeteria staff provides breakfast each morning before school and a lunch to all students. Students may not leave campus to purchase lunch. Healthy choices are available to all students for meals served in our cafeteria.

## **CRISIS PLAN**

The John F. Kennedy High School Crisis Plan can be located in the main administrative office. It can also be accessed by going to the website, [www.nbsfnola.com](http://www.nbsfnola.com). **In the event of an emergency, school to home communication will occur immediately.**

## **IMMUNIZATION AND HEALTH REQUIREMENTS**

**John F. Kennedy High School provides parents with blank copies of all required health forms, e.g. a health history, physical exam, record of immunizations, and medical release forms**

- State date on which all forms must be completed and returned
- A student will not be allowed to attend school if he/she does not comply
- All students entering school in Louisiana for the first time must present evidence that they are immune to, have received immunization against, or are undergoing a schedule of immunization for: **Measles, Mumps, Rubella, Diphtheria, Tetanus, Whooping Cough, Poliomyelitis, Hemophilus Influenza Type B invasive infections**

### **Special Health/Medical Problems**

It is especially important that parents and students inform school officials of any special health or medical conditions. School health records must be kept current and accurate at all times. The following procedures apply:

#### **Screening**

Check with your school's nurse for more information regarding screenings.

#### **Vision and Hearing Screening**

Vision and hearing screenings will be conducted by the school nurse at the beginning of the school year.

#### **Immunization Requirements**

Students must be immunized for the following: Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Hepatitis B, Varicella, and Polio. The Louisiana Department of Education has issued new vaccination requirements for students, effective as of the 2009-2010 school year.

## **Exclusions**

Each student entering a New Beginnings Schools Foundation shall be fully immunized according to the requirements specific to his/her grade level. The board of the New Beginnings Schools Foundation shall amend this requirement as needed to comply with state law.

## **IN-SCHOOL MEDICINE ADMINISTRATION POLICY**

### **MEDICATION POLICY**

1. Students are not permitted on the school grounds or at any school related activity with medicines or similar substances described as medication without proper authorization. This includes pills, inhalers, capsules, powders, liquids, medicinal agents or dietary aids.
2. All medication will be stored for the student and dispensed to the student at the request of the parent/guardian, provided there is medical documentation requiring this.
- 3. The school will not otherwise provide any medication to any student.**
4. School personnel will not administer any type of injections.
5. Parents will notify the school in writing of their request to dispense medication to their child, including all directions and special administrations, and shall supply all necessary items needed for the administering of the medication.
6. Prescription drugs must be accompanied by a Physician's Statement if medicine is to be administered.

### **Administering Medication**

Employees of the New Beginnings Schools Foundation may administer medication to a student provided:

1. The district has received a written request to administer the medication from the parent, guardian or other person having control of the student.
2. When administering prescription medication, the medication must be in the original container and be properly labeled.

### **Medications**

Parents are encouraged to administer medication at home whenever possible. In cases where medication must be administered at school the following procedures apply:

- 1. All medications should be taken directly to the school office by the parent.** No medication may be kept in the classroom nor may students administer their own medication. If it is necessary to send medication by way of the student, the parent is encouraged to notify the school office by phone the same day.
2. Prescription medication must be taken to school in a properly labeled prescription container. Short-term medication (up to two weeks) may be administered upon written request by the parent. Long term medication (needed for 3 or more weeks) may be administered only if the physician completes a Special Health Form.

3. To administer non-prescription medication is normally not permitted, but may be authorized by the principal under either of the following conditions:
  - a. If ordered by the child's physician accompanied by a written request from the parent and brought in the original packaging.
  - b. If the child is experiencing pain due to causes such as post-surgical procedures, injury or dental procedures.
4. Parents must pick up leftover medication. Students may take home only empty medication containers. If medicine remains, parents will be notified and medicine will be disposed of two weeks after notification.
5. Prescription medications may fall into the category of "controlled substances" or "dangerous drugs." Students will be subject to disciplinary action if they do not follow the rules regarding prescription medications.

### **Self-Administration of Prescription Asthma Medicine by Students**

A student with asthma may possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if:

1. A prescription is labeled on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:
  - a. A written authorization, signed by the parent, for the student to self-administer prescription asthma medicine while on school property or at a school-related event or activity; and
  - b. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states that the student has asthma and is capable of self-administering the prescribed medication, the name and purpose of the medication, the prescribed dosage, the time at which or circumstances under which the medicine may be administered, and the period for which the medicine is prescribed.

The physician's statement must be kept on file in the office of the school nurse of the school the student attends, and in the office of the principal.

### **STUDENT RECORDS POLICY**

The New Beginnings Schools Foundation student records policy complies with the Family Educational Rights and Privacy Act of 1974, as amended. All students enrolled or previously enrolled have certain rights with regard to information included in their education records. These rights are the subject of this policy.

## **I. General Policy**

Information from records, files, or other data that is directly related to a student, other than public information shall be disclosed to individuals or agencies outside the school only with the written consent of the student, unless a disclosure is made pursuant to one of the exceptions set forth in article IX, below.

## **II. Definitions**

An **education record** is defined as any records, files, documents, and other materials that contain information directly related to a student and which are maintained by John F. Kennedy High School.

Not included in the definition of an education record, and not subject to FERPA, are:

- records of instructional, supervisory, and administrative personnel, which are in the sole possession of the maker and accessible only to the maker or a substitute;
- records of the security team or School Resource Officer that are maintained separately from educational records, are maintained solely for purposes of law enforcement, and are not disclosed to individuals other than law enforcement personnel of the same jurisdiction;
- records that are made or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals, and which are made, maintained and used for the purpose of treatment of a student, and are available to another person only for the purpose of treatment of the student; records that contain information relating to a person after that person is no longer a student.

## Discipline Procedures

### Level 1 Infractions

**Level 1** infractions are incidents that occur in school buildings or grounds, or at school activities, that are the responsibility of the teacher or principal to address through corrective strategies. A student **MAY NOT** be given an out-of-school suspension for Level 1 infractions.

- 1.01 Not having proper materials or supplies for class
- 1.02 Not participating in class
- 1.03 Not wearing required clothes for physical education class
- 1.04 Littering
- 1.05 Failing to do or complete classwork
- 1.06 ID violation
- 1.07 Talking in class at inappropriate times
- 1.08 Any other infraction that the principal or designee deems similar in severity to other Level 1 infractions
- 1.09 Horse playing in class, hallways, or other common areas that does not result in bodily injury or damage to property.
- 1.10 Insubordination

### Level 2 Infractions

**Level 2** infractions are incidents that occur in school buildings or grounds, or at school activities, that are the responsibility of the teacher or principal to address through corrective strategies. A student **MAY** be given an out-of-school suspension for Level 2 infractions; however, schools should use the corrective strategies whenever possible.

- 2.01 Boarding or de-boarding school transportation at the incorrect stop
- 2.02 Horse playing in class, hallways, or other common areas that result in bodily injury or damage to property.
- 2.03 Entering an off-limits or restricted area of the campus

- 2.04 Eating /drinking during prohibited times
- 2.05 Skipping class/school
- 2.06 Walking out of class without permission
- 2.07 Dress Code Violation
- 2.08 Making an unfounded charge against authority
- 2.09 Using profanity and/or obscene language
- 2.10 Refusing to sit in an assigned seat
- 2.11 Engaging in inappropriate public display of affection (holding hands, kissing, hugging, etc.)
- 2.12 Insubordination

## **Level 3 Infractions**

**Level 3** infractions are incidents that occur in school buildings or grounds, on school transportation, or at school activities, that severely interfere with anyone's safety or learning, are of a threatening or harmful nature, and/or are legal violations. A student **MAY** be given an out-of-school suspension for Level 3 infractions; however, schools should use the corrective strategies whenever possible. A student **MAY NOT** be expelled for Level 3 infractions.

- 3.01 Intentionally or habitually failing to attend detention or In-School-Suspension
- 3.02 Possessing or using tobacco and /or possession of a lighter
- 3.03 Using or possessing alcohol
- 3.04 Leaving school bus without permission
- 3.05 Using objects dangerously or inappropriately to harm others or damage property, including throwing objects and doing pranks
- 3.06 Vandalism to school property or school bus
- 3.07 Leaving school and/or classroom without permission (skipping class)
- 3.08 Theft/Stealing without use of force, threat, or intimidation of money or property valued at less than \$500
- 3.09 Gambling
- 3.10 Willful disobedience to authority figures that substantially interferes with the learning of others or threatens the safety of others, including Kennedy faculty and staff members.

- 3.11 Instigating, recording or participating in fights (one-on-one or groups)
- 3.12 Bullying and cyberbullying
- 3.13 Causing a false fire alarm
- 3.14 Intentionally causing a major unnecessary disturbance in the classroom or on school campus
- 3.15 Unauthorized use of a cell phone while in class
- 3.16 Inappropriate bodily contact or harassment
- 3.17 Improper use of a computer: viewing obscene, pornographic, violent, or sexually harassing material; or information on manufacturing of weapons
- 3.18 Forging a signature on documentation required by the school, cheating or lying to school personnel about academic matters.
- 3.19 Habitual Level 1 behaviors
- 3.20 Any other infraction that Administration deems to be similar in severity to other Levels 1, 2, or 3 infractions
- 3.21 Insubordination

## **Level 4 Infractions**

**Level 4** infractions are incidents that occur in school buildings or grounds, on school transportation, or at school activities, that severely interfere with anyone's safety or learning, are of a threatening or harmful nature, and/or are legal violations. A student **WILL** be given an out-of-school suspension for **Level 4 infractions**. A student **MAY NOT** be expelled for offenses that are not listed in **Level 4**.

### **Tier One Offenses: Expellable for Two or More Semesters**

- 4.01 Drugs: Possessing, distributing, selling, giving, loaning, or using controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body.
- 4.02 Weapons: Carrying or possessing a firearm
- 4.03 Weapons: Carrying or possessing knife with a blade of 2 inches or longer
- 4.04 Weapons: Carrying or possessing any instrument with the purpose of being used with lethal force
- 4.05 Sexual assault or engaging in sexually explicit acts

- 4.06 Batter on a school staff member
- 4.07 Batter on another individual that causes serious injury

**Tier Two Offenses: Expellable for Up to Two Semesters**

- 4.08 Batter on another person that involves use of a weapon or other dangerous implement
- 4.09 Robbery of any individual or school property or at any activity of which the school has jurisdiction
- 4.10 Burglary of school property or the personal property of individuals valued at \$500 or more on school property or at any activity of which the school has jurisdiction
- 4.11 Well-documented and/or on-going commission of acts that threaten the safety or well-being of oneself or others including the bullying of students or school staff as outlined in LA Act 861 of 2012
- 4.12 Possession of dangerous implements, or the use/display of any instrument appearing dangerous
- 4.13 Conviction of a felony or conviction of an offense which had it been committed by an adult, would have constituted a felony
- 4.14 Well-documented and/or on-going use of any electronic device to repeatedly threaten, intimidate, or bully another student or to share sexually explicit material

**Length of Expulsion Terms**

The duration of each expulsion will be determined by the Student Hearing Office at the conclusion of the hearing in accordance with the facts at hand, district policy, all relevant laws and regulations and the guidelines below:

**TIER ONE OFFENSES**

- Students found guilty of Tier One Offenses will receive expulsions between 90 and 360 school days.
  - Students will only receive expulsion terms longer than 180 days for offenses listed above that have a longer expulsion term required by law (L.A.R.S. 17:416)
- Student found guilty of a Tier One Offense during the first semester will be eligible to return from their alternative placement no earlier than the end of that school year.
- Students found guilty of a Tier One Offense during the second semester will be eligible to return from their alternative placement no earlier than the end of the first semester of the next academic year.

**TIER TWO OFFENSES**

- Students found guilty of Tier Two Offenses will receive expulsions between 90 and 180 school days.

- Student found guilty of a Tier Two Offense during the first semester will be eligible to return from their alternative placement at the end of that school year.
- Students found guilty of a Tier Two Offense during the second semester will be eligible to return from their alternative placement at the end of the first semester of the next academic year.

## **Suspension Procedures**

An Out-Of-School suspension, in which the student is not allowed to attend school for a designated period of time, is a consequence John F. Kennedy High School will utilize (**at the principal's discretion**) if a student commits a Habitual Level 1, 2 or 3 infraction. For a student to be suspended, the following procedures must be followed:

1. The Dean of Students **or** Principal will meet with the student. During this student conference, the student will be advised of the behavior infraction and given the opportunity to explain his/her version of the facts.
2. If after the student conference, the Dean or Principal still chooses to suspend the student, he or she will contact the student's parent/guardian by phone, email or mail. The Dean or Principal will give notice of suspension, provide the reason for the suspension, and explain how to appeal the suspension. The Dean or Principal will also set a date for the readmission conference.
3. If a minor, the student shall remain in school until the end of the school day unless released into the care of his/her parent/guardian. However, if the student poses a danger to himself/herself or others, the Dean or Principal may remove the student from the school immediately.

## **Corrective Strategies**

- Creation of a Behavior Intervention Plan (BIP)
- Contact and/or confer with parent/guardian
- Implement a School-to-Home Communication System
- Check-In/ Check –Out Process
- Personalized Behavior contract that includes expected student behavior, incentives for demonstrating expected behavior, and consequences for infractions
- Positive Behavior Intervention Support (PBIS)
- After-school or lunchdetention
- In-School Suspension
- Loss of Privileges
- Referral to the Response to Intervention (RtI) Team
- Referral to the School Social Worker
- Referral to the School Counselor
- Intensive academic support
- Intensive social skillsteaching
- Self-management program
- School bus suspension

### **Kennedy Classroom Discipline Ladder: These interventions must be followed accordingly.**

1. **Warning**- Teacher/staff gives a verbal warning to student about inappropriate behaviors. The teacher reminds student of expectations and consequences.
2. **Teacher/Student Conference**- Teacher conducts a brief individual meeting to redirect negative behaviors. The conversation should be no longer than three (3) minutes where students are reminded of expectations and consequences.
3. **“Restorative Walk”**- Behavior Interventionists or Dean retrieves student from class to discuss inappropriate behaviors. Students will walk with staff members to reflect and discuss ways to improve behavior. This walk will last about ten (10) minutes maximum.

4. **Parent Call or Conference**- Teacher/staff member will call parent to discuss inappropriate behaviors and to seek support from the family to improve negative behaviors. Teacher/staff member would request a parent conference when needed.
5. **Dean Referral** – When needed, the student would be referred to the Dean for intervention and follow up with any necessary consequences.
6. **Student Support Service Referral** - Refer to Counselor, Social Worker, RTI Committee or SBLC for additional interventions when and if appropriate.

#### **In School Suspension (ISS) Expectations for Teachers:**

1. ISS lasts for one (1) class period for students if assigned on the same day.
2. Students can only be sent to ISS after receiving three (3) forms of classroom intervention. (Interventions must be documented Ex: warning, student conference, restorative walk and Behavior Interventionists redirection)
3. The teacher must track student infractions using the forms provided by the Discipline Team.
4. Full day ISS is only assigned by the Deans of Students or Administration.
5. Students who receive ISS must be admitted back in class the day following ISS if they have been cleared by a Dean, ISS Coordinator, or Administration.

#### **ISS Rules for Students:**

1. Student must bring textbooks and necessary study materials when reporting to ISS. Work only on school work or supplemental learning materials assigned by the ISS instructor.
2. Upon entrance to ISS, student will check their cell phones in to the ISS Coordinator. Phones will be returned at the end of the school day (or end of the ISS class term). Refusal will result in an automatic Level 3 referral and immediate removal from the ISS room.
3. If at the conclusion of the assigned ISS term the student has not complete all assigned work, the student will remain in ISS until the assigned work is completed.
4. Students are ineligible to return to regular classes until all ISS is complete; If absent on assigned ISS day, student will report to ISS on the day he/she returns.
5. Violation of ISS rules will result in additional days of ISS or OSS.
6. No jackets, coats, caps or hats will be allowed at your desk in ISS.

7. No passes to lockers, class, labs, support groups, tutoring or the like will be given. Do not leave your assigned seat unless permission is given. (Emergency evacuation and procedures will be followed).
8. Students must not talk. If you have question, raise your hand.
9. Students must not sleep or lay your head down on the desk.
10. Students must sit in the direction of your desk.
11. If a student misbehaves in ISS, he/she may be referred to administration or assigned additional days of ISS.

### **Saturday School Detention**

1. Saturday school takes place every Saturday from 9:00am to 11:00am at John F. Kennedy High School.
2. Students assigned to Saturday school will complete assignments centered on study skills, restorative approaches, reflective practices and ACT/EOC prep.
3. There is no transportation provided by Kennedy for Saturday school.
4. All Saturday School sessions will be supervised and conducted by Kennedy staff members.

# Discipline Handbook Quick Guide

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Examples include:	Examples include:	Examples include:	Examples include:
No material for class	Horse playing	Fighting	Possession of or carrying drugs, weapons
No class participation	Skipping class	Using/possessing tobacco products	Battery on a staff member
Failing to do classwork or homework	Leaving without permission	Vandalism to school property/bus	Battery on another individual that causes serious injury
ID violation	Using profanity	Pulling fire alarm	Burglary
Excessive talking/distracting	Entering unauthorized area	Bullying/cyberbullying	
	Making unfounded charges against authority	Forging a signature on documentation	
Summary of consequences	Summary of consequences	Summary of consequences	Summary of consequences
Warning	Warning	Teacher-Student Conference (advise student of infraction, referral, and pending consequences)	Referral to Dean
Teacher- Student Conference	Teacher-Student Conference	Referral to Dean: ISS or OSS	OSS and recommendation for expulsion, pending the hearing
Restorative walk	Restorative Walk		
Contact parent (phone, or email and document)	Contact parent (phone, or email and document)		
Assign detention (submit to BI)	Assign detention (submit to BI)		
	Referral to counselor (Restorative Practices)		
	Referral to Dean: ISS, OSS, Restorative Practices as follow up if applicable		

## Student Infraction Consequences

Infraction	Level	Consequence for Students
Fight	3	3-5 days OSS
Theft *depending on value	3	Minimum 3 days OSS
Gambling on school premises	3	3 days OSS
Vandalism of school property	3	Minimum 3 days OSS
Instigating/ Recording fight	3	2 days OSS
Pulling fire alarm or spraying fire extinguisher	3	Minimum 3 days OSS
Leaving school premises	3	3 days OSS
Using profanity/making threats towards faculty/staff	3	Minimum 3 days OSS
Willful disobedience to staff members	3	2 days OSS
Viewing or sharing obscene or pornographic content on electronic device (school or personal)	3	2 days OSS
Possession of a weapon	3	RSD Expulsion recommendation/hearing office
Possession of drugs or alcohol	3	RSD Expulsion recommendation/hearing office
Inappropriate body contact with a faculty or staff member	3	5 days OSS (possible referral to RSD Expulsion Hearing Office)
Walking out of class	2	1st instance: Saturday School 2nd or more: 2 days OSS
Bullying or documented cyberbullying	2	Minimum 2 days OSS *Referral to Social Worker/Counselor
Horse playing (habitual offense)	2	1 day OSS
Cutting class (habitual absence)	2	1 <sup>st</sup> instance: Saturday School 2 <sup>nd</sup> or more: 3 days OSS
Refusing to give member an electronic device.	2	3 days OSS
Opening door/entrance	3	2 days OSS
Failure to serve assigned consequence	2	2 days OSS
Disturbing School Environment	3	3 days OSS
Habitual Uniform violation	2	1 day ISS
Indecent/Immoral Practices	3	5 days OSS
Eating in class/ prohibited areas	2	1 day ISS
Being found in an unauthorized area	3	2 days OSS
Insubordination	1-3	Pending Specific Action